

Chapter 2: Clients, charts of accounts, and bank accounts

Most operations in BankLink Practice are client specific. These include all work on coding transactions, reporting, and maintaining chart of accounts and bank accounts.

Before you can work on a client file:

- the client needs to be created in BankLink Practice
- the client's bank account(s) need to be attached
- the transactions for each bank account need to be downloaded

All these are Administrator tasks. The Administrator chapters give details on creating client files, attaching bank accounts and downloading monthly data into BankLink Practice.

However, there are some client maintenance tasks that every user can do:

Editing client details

Updating the client file with new transactions

Maintaining the client's chart of accounts

Editing bank account details

Creating payees

This Chapter covers all these tasks, and explains the Home page, which you can use to schedule and track client activities and communications.

The Home page

When you open a client file BankLink Practice displays the **Home** page, giving you an overview of the client's position.

You can also view the **Home** page by clicking the **Home** button, or pressing **Shift+F11** when you have the client file open at another window.

The **Home** page is in two sections:

- In the main section you can see which bank accounts are attached to your client file and whether you've entered journals in the months displayed. You can tell at a glance what stage the transactions have reached - whether there is **No Data**, or the transactions are **Available**, **Uncoded**, **Coded**, **Finalised**, or **Transferred**
- The second section is the group bar to the left of the window, which is divided into four sub-menus:
 - The first is **Client Tasks**, where you see menu options to perform common tasks that either require attention, or can't be performed directly from the toolbar
 - The **Client Details** sub-menu contains information about the client; if you have entered an email address for the client you can email directly from here, or update their details
 - The **Report Schedule** sub-menu displays details of the scheduled reporting set up for the client.
 - In **Options** you can choose to show or hide the **Legend** that appears above the accounts

When you are working in a client file the **Home** page remains open - you can click the **Home** button at any time to return to it. When you return, any other open windows for the client can be accessed by using the tabs at the bottom of the window.

For example, if you are working on a bank account in the **Code Entries Screen**, and you also have a budget open, the bank account details and the budget name will appear on tabs.

You can click the tabs to return to whichever area you are working in, or if you prefer, you can press **Ctrl+Tab** or use the **Window** menu to make your selection.

When you close the **Home** page, BankLink Practice returns you to the **Clients** page, ready to select another file to work on.

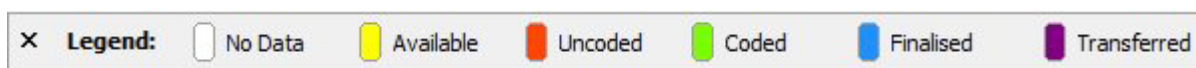
Bank accounts, journals and GST

In the **Home** page you can see which bank accounts are attached to the client file and whether you've entered journals in the months displayed.

For each bank account and journal you can see the account number and name, or journal name, the processing status, the date of the last entry, and for bank accounts only, the balance.

If the client is set up for GST processing, you can see the processing status of the reporting periods and if entered, you can see Financial Year **Opening** and **Year End Adjustments**.

You can tell at a glance where you've got to with the transactions - whether they are **Available** (for retrieval), **Uncoded**, **Coded**, **Finalised**, or **Transferred**. The **Legend** helps you to decode the processing indicators:



When you hover your mouse over the processing indicators for each period hints appear, showing the type of data, for example whether it's a bank account or a journal, the period represented, and the status.

To access the data represented by a single indicator:

- Double-click a processing indicator or
- Right click the indicator and click **View**

To access the data represented by a range of indicators:

- For bank accounts only, left click and drag the mouse to select a range of processing indicators, then right click and select **View Mmm YYYY to Mmm YYYY**, where Mmm represents the months and YYYY represents the year(s) included in the selection or
- For bank accounts and journals, click on the first processing indicator in the range you want to view, press and hold **Shift** while you tab to select a range, then press **Enter**

You can also add a journal from the Home page.

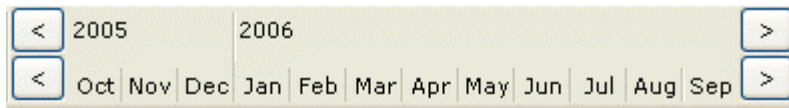
To add a journal to the period represented by a single indicator:

- If there are no journal for the month, double-click the processing indicator or
- If there are journals present for the month, right click the indicator and click **Add Entry**
BankLink Practice displays the **Select Date for Journals** window
- Complete as required

See Chapter 10: Journals for more information.

Changing the range of processing data displayed

The range of data displayed defaults to the last 12 calendar months, based on your PC's clock. You can change the range displayed by clicking on the arrows at either end of the year or month lines.



Client Tasks

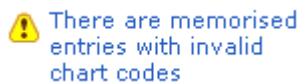
The group bar to the left of the **Home** page is divided into four sub-menus.

The first is **Client Tasks**, where BankLink Practice provides links to perform common tasks that either require attention, or can't be performed directly from the toolbar. Examples are shown below - in each case all you need to do is click the link to be taken to the area in BankLink Practice where the task can be carried out.

Retrieving data

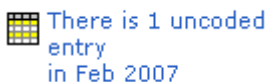
When new transactions are available BankLink Practice displays a prompt - click the link to retrieve the data to the client file.

Invalid Memorisations



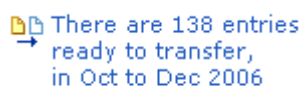
This warning appears when a chart code which has been used in a memorisation is deleted. When you click the link BankLink Practice displays the **Maintain Memorised Entries** window with the warning symbol next to the invalid memorisation.

Uncoded entries



In the example above, BankLink Practice reminds you that 'There is 1 uncoded entry in Feb 2007'. Click the link to access the **Code Entries Screen** and code the uncoded entries.

Transferring entries



When one or more months are fully coded BankLink Practice displays this link, telling you how many entries are available for transfer to your main accounting system, and the period they cover. Click the link to access the **Extract Data** window and carry out the transfer.

Tasks

The **Tasks** section shows whether there are open or overdue tasks associated with the client file.

- If there are no open tasks, you see the Task icon and the word **Tasks**
- If there are open tasks and none are overdue, you see the Task icon and **There are x Tasks due**
- If there are open tasks and x are overdue, you see the Task icon and **There are x Tasks overdue**

 There is 1 Task due

Click the link to either add a new task or view existing tasks

For more information on Tasks, see Chapter 1: Opening BankLink

Favourite Reports

You can set up, add to or run **Favourite Reports** by clicking the link displayed. For more information on Favourite Reports see Chapter 13: Producing reports.

Print

Click **Print** to produce a **Client Home Report**, showing the information presented in the client's **Home** page.

In the report, the date range is displayed in the processing column heading. The processing status of each account, journal or BAS is represented by letters:

blank	No Data
U	Uncoded Data
C	All Data Coded
F	All Data Finalised
T	All Data Transferred
A	Available

Any **Notes** attached to the client are displayed at the end of the report.

To print a Client Home Report:

- 1 In the **Client Tasks** menu, click **Print**
BankLink Practice displays the **Client Home Report** window
- 2 Select from:
 - **Preview** to display a print preview on screen
 - **File** to save a report in csv, txt, Microsoft Excel®, or PDF format
 - **Print** to send a report to your default printer
 - **Cancel** if you no longer require a report

Help

Click **Help** to access the BankLink Practice Guide section on the client **Home** page. You can also press **F1**.

Client Details

Your client's name, address and contact details are displayed in the **Client Details** section of the **Home** page. You can send an email to your client, or edit their details. You can view, add or edit **Notes** to the client file which can be displayed when the file is opened.

Client Details 

JOS001 : Jo's Restaurant
1 Marine Parade
Coolangatta
Cn: Jo Carter
Ph: 8989 7654
 jcarter@josrestaurant.com

 [Edit Client Details](#)

[Notes](#)

To send an email to your client:

- 1 Click the client's email address

BankLink displays the **Send Mail** window with the email address entered in the **To** field

- 2 Type the email address of any other person you want to send the client file to in the **Cc** field, or click the **Cc** button to select an email address from those entered into BankLink Practice which may include:

- the Practice Contact details as seen by this client
- the Practice email address (if different to the Practice Contact details)
- the client's email address
- the email address for BankLink Support

- 3 If your practice is set up (via **File Preferences**) to use Internet mail, the **Send Client File(s)** window has a **Reply to** field - click in this field and enter the email address of the person to receive the reply

- 4 Click in the **Subject** field and enter the subject of the email

- 5 Click the **Client File** button if you want to attach a client file

- 6 BankLink Practice displays the **Select client file(s) to Send** window

- 7 Click on the client file(s) you want to send



To select a range of client files, click on the first file then hold down the **Shift** key and click on the last file in the range. To select multiple files, hold down the **Ctrl** key and click on each file you want to select.

- 8 Click **OK**
- 9 Click in the **Message** field and enter any message you want to send with the file
- 10 You can use the toolbar to choose **Font, Font Size, Font Colour, Background Colour, Font Style (Bold, Italic, Underlined)** and **Alignment**, and you can **Undo, Cut, Copy, Paste, Delete Text, Find** and **Replace**
- 11 Right-click to insert a **Picture** or a **Field**



You can use image files with the following formats: **.bmp, .jpg** or **.jpeg**.



You can insert the following merge fields:

Body - lets you specify where the body text of the email appears, as well as the formatting

User_Name - the name of the BankLink Practice user sending the email

User_Email - the email address of the BankLink Practice user sending the email

User_DDI - the phone number of the BankLink Practice user sending the email

Client_Name - the client name in the file associated with the email you're sending

Client_Code - the client code of the file associated with the email you're sending

Practice_Name - the practice name set up under System, Practice Details

Practice_Email - the practice email address set up under System, Practice Details

Date - adds the date based on your computer settings to the email you're sending

Time - adds the time based on your computer settings to the email you're sending



You can also access **Undo, Cut, Copy, Paste, Delete Text, Find** and **Replace** from the **Shortcut** menu by pressing right-click.

- 12 If you do not want to check out a file when you send it, make sure the **Check Out attached client files before sending** check box is disabled
- 13 Click **Send**

To send additional files:

- 1** Click the **Other** button before sending
BankLink Practice displays the **Insert File** window
- 2** Browse to the folder where the file(s) are located
- 3** Select the file(s) required
- 4** Click **Open**
- 5** Repeat steps 1-4 as required

For more information about sending emails to clients see E-mailing from within BankLink

To edit client details:

- 1** Click **Edit Client Details**
BankLink Practice displays the **Client Details** window
- 2** Make changes as required and click **OK**

For more information about editing client details see Editing client details

To view, add or edit Notes:

1 Click **Notes**

BankLink Practice displays the **Client Details** window with the **Notes** tab selected

2 View, add or edit the **Notes** as required

3 Click to select **Show notes when opening this client (Alt+G)** if you want these notes to display each time the file is opened

4 Click **OK**

BankLink Practice displays the **Notes**



Notes shorter than 255 characters will show in full in the **Client Details** sub menu. Longer notes will show only the first 255 characters followed by an ellipsis to indicate that there is more text. You can view the whole note by clicking the **Notes** link.

Report Schedule

The **Report Schedule** sub menu on the **Home** page displays details of the scheduled reporting set up for the client. If you want to check or change the details you can use the link to access the **Report Schedule** window.



If no report schedule has been created for the client, you can use the link displayed here to go to the **Report Schedule** window where you can carry out the set up.



To access the Report Schedule set up window from the Home page:

- Click the link on the **Report Schedule** menu of the **Home** page

BankLink displays the **Report Schedule** window

For information on setting up scheduled reporting, see Scheduled Reports in Chapter 8: BankLink Coding Reports, BankLink Notes and Queries.

For information on running Scheduled Reports, see Chapter A8: Scheduled reports.

Options

The last sub-menu on the **Home** page is the **Options** menu. It is collapsed by default and contains the **Show Legend** option.

To hide the Home page Legend:

- 1 Click the **Options** heading

BankLink displays the **Show Legend** check box



- 2 Click to disable the check box

BankLink removes the Legend from above the processing area of the client **Home** page

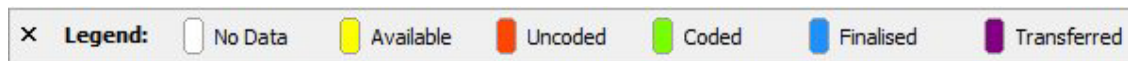
To show the Home page Legend:

- 1 Click the **Options** heading

BankLink displays the **Show Legend** check box

- 2 Click to enable the check box

BankLink displays the Legend above the processing area of the client **Home** page



Maintaining client files

This section covers:

Updating a client file with new transactions

Client file information

Editing client details

Saving a client file

Closing a client file

Updating a client file with new transactions

By default, BankLink Practice prompts you to update the file with new transactions if they are available, when you open the file.

To retrieve new transactions into the client file:

- 1 Open the client file you want to work on

BankLink Practice displays the client **Home** page

- 2 When BankLink Practice displays the **There are new transactions available task**, click the link to retrieve the transactions to the client file



If you don't click the link, the task will still be displayed the next time you open the file.



If your BankLink Administrator has chosen at practice level to automatically retrieve new transactions when client files are opened you won't see this prompt - the transactions will just appear in the client files when you open them.



If the file has been checked in from another practice, an Administrator must synchronise the file before you can update it - see Synchronising client files in Chapter A9.

Client file information

To view client file information at any time:

1 Click **File, Information**

BankLink Practice displays the **Client File Information** window

The **General** tab displays:

- The **Client Name** and **Client Code**
- The **Bank Accounts** attached to this client
- The number of entries and dates per bank account
- Type of **Journals** created in this client
- The date the client's chart was last updated (if applicable)

2 Enable the **Show this dialog when opening client?** check box if you want to see the window each time you open a client - this is for all client files, not just the file you are opening

3 Click on the **Statistics** tab to find the assigned staff member, number of account codes, payees, bank accounts, transactions, memorised transactions and budgets in this client file. BankLink Practice also tells you the time that it takes to load the client file, and the size of the file.

4 Click **Close**

To show client file information each time you open a client file:

1 If the **Client File Information** window is not open, click **File, Information**

2 Enable the **Show this dialog when opening client?** check box

3 Click **Close**

Editing client details

To edit client details:

- 1** Open the client file
 - 2** In the **Home** page
 - Click **Edit Client Details**
- or:
- Click **Other Functions, Client Details**

In the Client Details tab:

- **Client Code:** (Mandatory) - the unique code assigned to this client.
- **Client Name** (Mandatory), **Address**, **Salutation**, **Contact Name**, **Telephone** and **Fax Numbers** and **E-mail address**



If you have System access, you can update your client's contact details by importing a .csv file - see Importing contact details for more information.

Financial Year Start Date: (Mandatory) -the accounting year start date; you must update this yearly so it reflects the client's **current** financial year.

- **Password:** You may want to allocate a password to restrict access to the client data. If you allocate a password to a client:
 - BankLink Practice asks for the password from any user attempting to open, edit or delete the client file
 - BankLink Practice's report schedule facility does not print the client file - see Chapter 8: BankLink Coding Reports and BankLink Notes

In the Options tab:

- **Check for New Transactions when Client file is opened?** - If there is new data waiting to be added to the client file BankLink Practice can inform you as you open the client file - you should only disable this function for training files or for those files where you will definitely no longer receive data.
- In the **BankLink Books Clients** section:
 - **Force Check Out on Send** - if you enable this check box, the client file will be checked out every time your client sends it to your practice
 - **Disable Check Out** - enable this check box only if you want to prevent the client checking the file out - they will be able to send a copy of the file only
 - **Allow client to generate financial reports** - disable the check box if you don't want your client to be able to produce Cash Flow, Profit & Loss, Trial Balance and Balance Sheet reports

- **Restrict chart to basic** - enable this check box if you want your client to see and use only the basic chart of accounts (see [Editing_the_chart_of_accounts](#) for more information)
- **Allow client to unlock entries and clear transfer flags** - enable this check box if you want to prevent your client from unlocking transactions in periods you have finalised or transferred
- **Allow client to edit chart of accounts** - enable this check box if you want to allow your BankLink Books client to edit the chart of accounts
- **Allow client to edit memorisations - disable this check box if you don't want your client to be able to edit memorisations**
- **Allow client to download directly via BankLink Secure?** - This check box should only be altered by an Administrator. If you are an Administrator, see Chapter A2 for full information about BankLink Books clients

In the Administration tab:

- **Assigned To**
(Optional) - the BankLink Practice user in your practice who deals with this client - see Chapter A1: Installing BankLink for more on setting up user profiles
- **Practice Contact Details as seen by this client** (this is only relevant for BankLink Books and BankLink Notes clients) - select one:
 - **Practice Details** to have the client see the details set via **System, Practice Details**
 - **Staff Member Details** to have the client see the details set up for the **Assigned To** staff member via **System, Users**
 - **Custom** to have the client see the details you set via this window
- **Web-site details for this client**
If your practice has a web site, then select **Practice** to inform clients to go to the default web address set up for your practice. Select **Custom** if you require them to log in to a different page
- **Archive this client**

You can enable the check box to assign an Archived status to client files. Archived files are displayed in a separate list at the bottom of the **Clients** page - see Archiving client files in Chapter A9 for more information

In the Notes tab:

- **Notes**
Enter any information about the client you feel noteworthy
- **Show Notes when opening this client**
Enable this check box to have the Notes displayed when the file is opened

Saving a client file

You can save your client file while working on the data. BankLink Practice saves your work and remains at the same place.

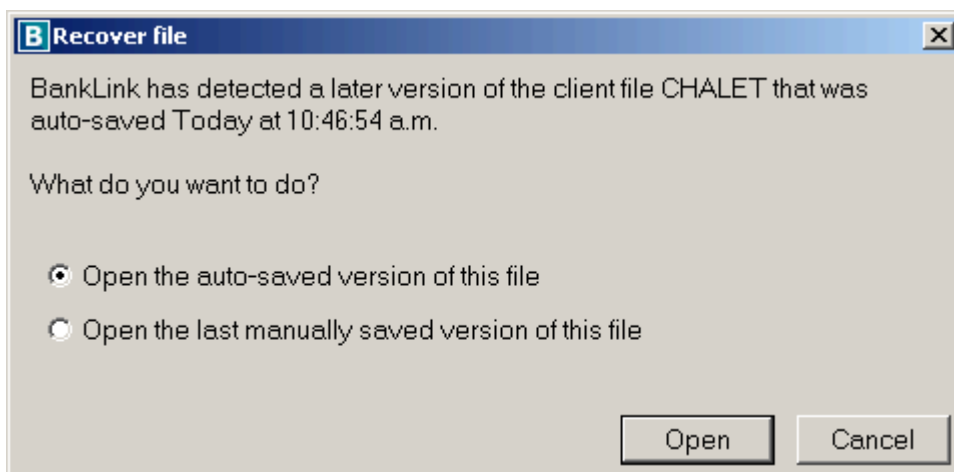
To save a client file:

- Click **File, Save** or click the **Save** button ( Save) on the toolbar

Auto-save

BankLink Practice automatically saves a copy of the client file you are working on. By default this occurs every 5 minutes, but you can change the timing if you require.

This feature is very useful in the event of system failure. Because BankLink Practice has been regularly saving to a copy, it has a version of the client file that may be later than the last one you manually saved when the failure occurred. If this is the case, BankLink Practice displays the **Recover file** window the next time you try to open the file.



You have the choice of opening the last one you saved, or the one that BankLink Practice auto-saved for you.

The default interval is 5 minutes, but the Administrator can change this via **System Options**.

Saving a duplicate copy of a client file

This option saves a duplicate copy of the client file together with all transactions and associated attributes such as budgets and payee lists. This is useful for taking a copy of a client file at year-end.

To save a duplicate copy of a client file:

- 1** Open the client file you want to make a copy of
- 2** Click **File, Save As**

BankLink Practice displays the **Save As** window, confirming the existing client file's code and name
- 3** Enter a new client code and name
- 4** Enable the **Check for new transactions** field only if you want retrieve data in to this version of the file
- 5** Click **OK**

Closing a client file

You can choose to:

- Close the client file and save your work
- Close the client file and abandon any work since the last manual or auto save

To close the client file and save changes:

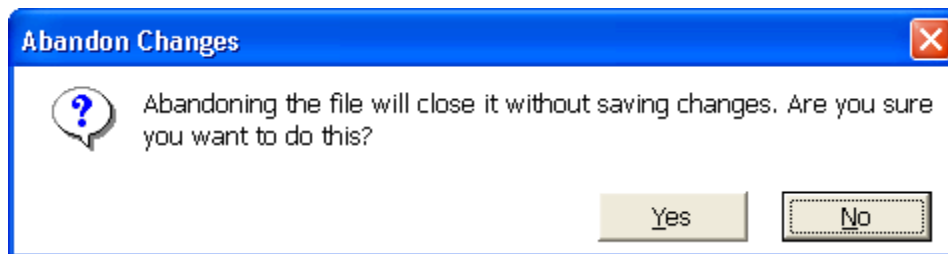
- Click **File, Close**

This saves your work and closes the client file returning you to the BankLink Practice Clients window

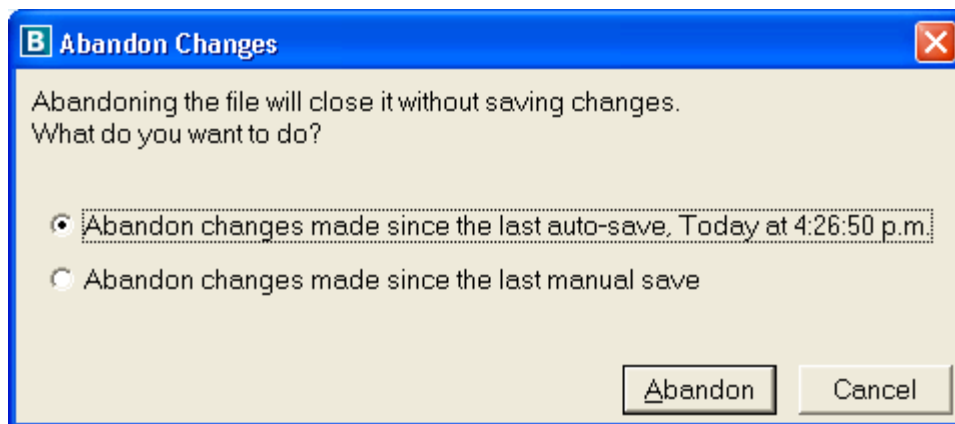
To close the client file and abandon changes:

- 1 Click **File, Abandon changes**
- 2 Click **Yes** to confirm you want to close the client file without saving any changes made since the last time you saved the client file

If the auto-save function is disabled or the auto-save time has not elapsed, BankLink Practice displays this window



If the auto-save function is enabled and the auto-save time has elapsed, BankLink Practice displays this window



This works with the Auto-save feature to give you choice of abandoning all changes BankLink Practice last saved for you (the window displays the time this occurred), or abandoning all changes since you last saved (the manual save)



If you have a client file open and try to open another client, BankLink Practice automatically saves and closes the client you are working on before you select another client file to open.

Maintaining client chart of accounts information

In this section you can find out more about maintaining chart information if you have a direct link to the accounting system and how to refresh the chart.

If you do not have a direct link you need to read about how you set up your chart in BankLink Practice, as well as:

Merging charts of accounts

Editing the chart of accounts

Deleting from a chart of accounts

Converting chart of accounts codes

Direct link to the accounting system

In most practices, BankLink Practice is set up with a direct link to your clients' chart of accounts within your accounting system. This makes coding consistent, simple and efficient, and enables accurate cash flow reporting.

If you have such a link then you need to set up your client as follows:

To link the accounting system client chart to BankLink Practice:

- 1 Open the client file you want to work with

- 2 Click **Other Functions, Accounting System**

BankLink displays the **Maintain Accounting System** window

- 3 Check that the **System Used** field contains the name of the accounting system for this client - the accounting system set up for the practice appears by default



If you select a new accounting system, BankLink Practice checks if there is a direct link to this accounting system's chart of accounts and disables the **Load Chart From** field if there is no direct link.

- 4 Click the **Account Mask** field, and enter a hash symbol (#) for each digit and other punctuation symbols such as / and - to reflect the format of the account codes in the chart of accounts (for example **230/01 = ###/##**) - BankLink Practice then inserts the punctuation for you in all **Account** code fields

- 5 Check that the **Lock Chart of Accounts** check box is not ticked - only set this to **locked** if you have altered the chart of accounts in BankLink Practice and do not want the chart to be refreshed from your main accounting system and override your alterations

- 6 Click the **Browse** button next to the **Load Chart From** field to locate the drive and folder where your exported chart is stored, for example F:\BK5\, and click **OK**

- 7 Click the **Browse** button next to the **Save Entries To** field to locate the drive and folder where BankLink Practice has been installed, for example F:\BK5\ and click **OK**

- 8 If you have a separate accounting product for tax, select the **Tax Interface Used**, and click in the **Export Tax File To** field, and enter the folder where the tax export is saved

- 9 Check that the **Web Export Format** field contains the name of the product that allows your clients to report on their bank statement transactions in a web environment. The Web Export Format set up for the practice appears by default.

- 10 Click **OK**



See the Appendices for the exact steps for your practice's system.

Refreshing a chart

The Refresh Chart option is used for those practices that have a direct link to their accounting or superfund system's chart of accounts.

Select Refresh Chart each time a change is made to your client chart in your accounting or superfund system to keep BankLink Practice complete and up to date.

It is good practice to refresh the chart each time you start a coding session for a client. For more information on using the chart of accounts in a coding session, see Chapter 3: Start coding.



Some accounting or superfund systems require you to export the chart before you can refresh it in BankLink Practice. To see if this is the case with your system, see Appendix 1: Accounting system interfaces or Appendix 4: Superfund system interfaces.

To refresh a chart of accounts into a client file:

- 1** Open the client file whose chart you want to refresh
- 2** Click **Other Functions, Refresh Chart**

BankLink Practice confirms that the chart has been refreshed

BankLink Practice reads the chart from your accounting system when the link is established at client level, and again each time the Refresh Chart option is selected.

You are able to modify BankLink Practice's copy of the chart. However, any changes that you make in BankLink Practice are not reflected in your accounting system.

Whenever you alter your chart in any way, it is better to do it in your main accounting system and then use the Refresh Chart facility to bring the updated chart into BankLink Practice, rather than updating the chart within BankLink Practice itself.

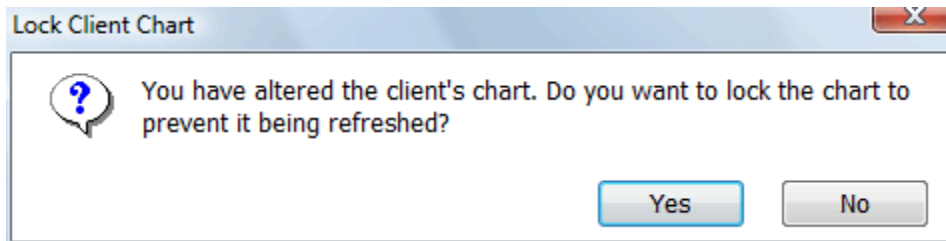
To check when the chart was last refreshed into BankLink Practice:

- Click **File, Information**

BankLink Practice advises the date the chart was last refreshed

Unlocking the chart of accounts

When you update any of the fields in a client's chart that are refreshed from the main accounting system - Code, Description, GST Class, Posting - BankLink Practice prompts you to lock it to prevent further changes being made:



Clicking Yes means that you will not be able to refresh the chart from your main accounting system, although you can still edit it manually. BankLink Practice greys out the option to **Refresh Chart** on the Other Functions menu.

If you later decide that you need to refresh the client's chart of accounts, you must unlock the chart first.



The chart is usually locked after changes have been made in BankLink Practice that the user does not want to be overridden by a chart refresh from the practice's main accounting system. If you are not the person who normally updates the chart, you should check with them before proceeding.

To unlock a client's chart of accounts:

- 1 Open the client file
- 2 Click **Other Functions, Accounting System**
BankLink Practice displays the **Main Accounting System** window
- 3 Click to remove the tick from the **Lock Chart of Accounts** checkbox
- 4 Click **OK**
BankLink Practice unlocks the client's chart

Entering a chart of accounts directly into BankLink Practice

If there is no link between your main accounting system chart of accounts and BankLink Practice, you can create a standard chart of accounts directly within BankLink Practice.

You can create a chart of accounts for each client individually or create one chart and merge it to other client files.

To create a chart of accounts:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

- 2 Click **New (Insert)**

BankLink Practice displays the **Add Chart Account** window

Details																	
Code	<input type="text"/>																
Description	<input type="text"/>																
Posting Allowed	<input checked="" type="checkbox"/>																
Show in Basic Chart	<input checked="" type="checkbox"/>																
GST Class	N/A																
Report Group	N/A																
Sub group	Unallocated																
Division	<table border="1"> <thead> <tr> <th>ID</th> <th>Division Name</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	ID	Division Name														
ID	Division Name																

OK Cancel

- 3 Enter the Account **Code** and Account **Description**
- 4 The **Posting Allowed** check box is ticked by default - this allows you to post entries to this code but you can remove the tick if you don't want to post entries to this code - this usually means that the code is being entered for narrative purposes only
- 5 The **Show in Basic Chart** check box is ticked by default - this means that all users will see and be able to use the code - remove the tick if you don't want to send the code to BankLink Books or BankLink Notes users, or on the Chart of Accounts listing sent as part of scheduled reporting
- 6 Click in the **GST Class** field and select the required GST class - see Chapter A4 for more information on GST Classes

- 7 Click in the **Report Group** field and select the required report group - see Chapter 12 for more information on report groups
- 8 Click in the **Sub group** field and select the required sub-group - see Chapter 12 for more information on sub-groups
- 9 Click in the **Division** field and select the required division - see Chapter 12 for more information on divisions
- 10 Click **OK**



When you create a chart of accounts in BankLink Practice you must remember to mirror in BankLink Practice any changes made to the chart in your main accounting system to make your coding consistent, enable accurate cash flow reporting, and ensure that the coded transactions can be transferred without error.

Merging charts of accounts

Once you have created a chart of accounts for one client, you can merge this to another client, instead of creating an individual chart for each client. Once you have merged charts you can edit the chart to suit the client. The merge function copies a chart from an existing client file updating the current client file only where it finds no data.



When you merge a chart from another client, the following rules apply:

- New chart codes are added with all their settings
- For existing chart codes:
 - Basic chart settings are always updated
 - Report groups, if they aren't already allocated, are added
 - Sub-groups and divisions are added when flagged in the Merge Chart of Accounts from window
 - Posting settings are ignored in the merge process, but determined when the chart is refreshed from your main accounting system

To merge a chart of accounts from one client to another:

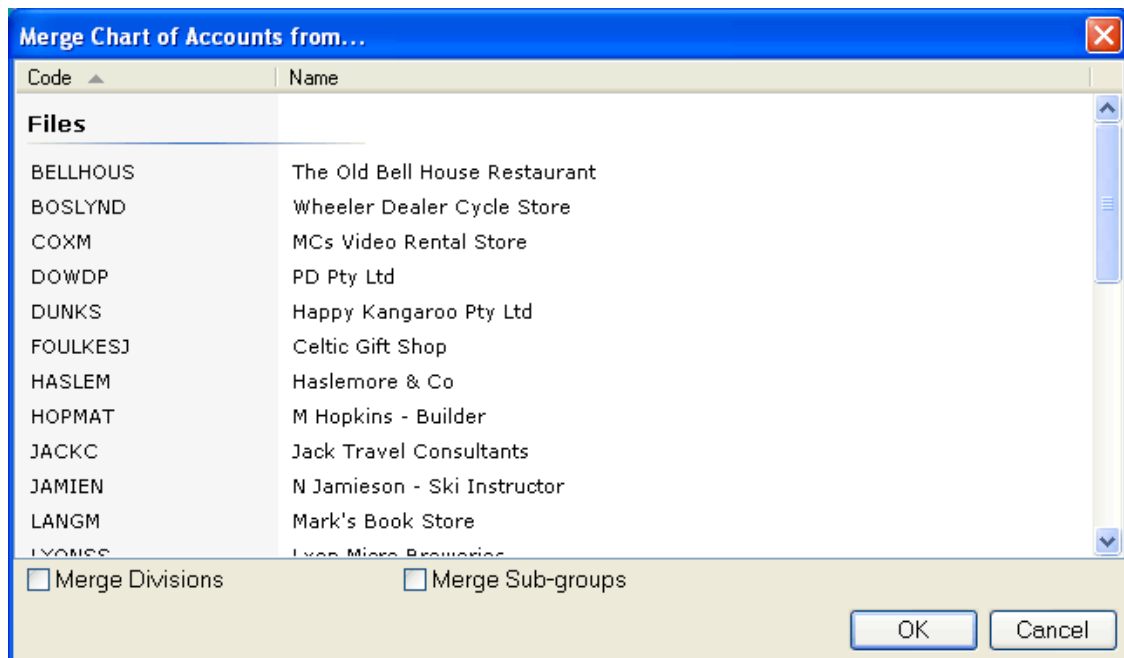
1 Open the client file that you want to merge a chart of accounts to

2 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

3 Click **Merge**

BankLink Practice displays the **Merge chart of Accounts from** window



4 Click on the client whose chart you want to merge **from**

5 Enable the **Merge Sub-groups** check box if you want to bring over the reporting sub-groups - this brings over the sub-group **numbers** but not the **descriptions**, see Assigning sub-groups by merging charts of accounts in Chapter 12 for more information

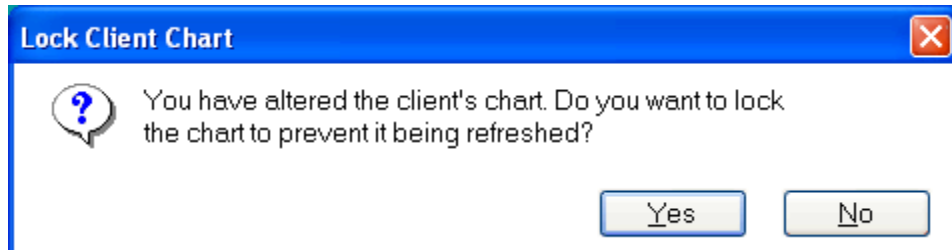
6 Enable the **Merge Divisions** check box if you want to bring over the reporting divisions - this brings over the division **numbers** but not the **descriptions**, see Assigning divisions by merging charts of accounts in Chapter 12 for more information

7 Click **OK**

BankLink Practice updates the chart of accounts for the open client file with the chart from the client file selected



If your main accounting system supports the Refresh Chart option, BankLink Practice displays the **Lock Client Chart** window when you change any of the fields that can be refreshed - Code, Description, GST Class, Posting.



8 Click **Yes** to lock the chart and prevent your changes from being overwritten

BankLink Practice displays an **Information** window stating that the client's chart has been locked

9 Click **OK**

Editing the chart of accounts

When you select the chart of accounts option, BankLink Practice lists the current version of the chart. As well as being able to add and delete codes from this window, you are able to edit account code details.

You can also assign the Report Group, Sub-group and GST class to multiple codes using the Quick Set feature.



If your chart has a direct link to your main accounting system, edit only the **Report Group, Sub-group, Divisions** and **Show in Basic Chart** flag in BankLink Practice, and do any **Code, Description, GST class** or **Posting** flag changes in your main accounting system.

To edit an account code:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

- 2 Click on the account code you want to edit

- 3 Click the **Edit** button

BankLink Practice displays the **Edit Account** window



Double-clicking the account both selects it and carries out the edit command at the same time.

ID	Division Name
----	---------------

4 Change the fields where required



The **Show in Basic Chart** check box is set by default - if the check box is ticked the code will be included in the Chart of Accounts listing sent as part of scheduled reports, as well as in the charts included with BankLink Books and BankLink Notes files. If you remove the tick the code will not be included and so reserved for Practice use.

5 Click **OK**

6 **Close** the **Maintain Chart of Accounts** window



If your main accounting system supports the Refresh Chart option, BankLink Practice displays the **Lock Client Chart** window when you edit these fields - **Code, Description, GST Class, Posting**.

1 Click **Yes** to lock the chart and prevent your changes from being overwritten

BankLink Practice displays an **Information** window stating that the client's chart has been locked

2 Click **OK**

To edit multiple account codes using the Quick Set feature:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**

BankLink Practice displays the **Maintain Chart of Accounts** window

- 2 Click **Show Quick Set**

BankLink Practice displays the **Quick Set** panel to the left of the window

The screenshot shows the 'Maintain Chart of Accounts' window. On the left is the 'Quick Set' panel with the following fields:

- Code: 460
- Desc: Telephone
- Group: Expense (dropdown)
- Sub-group: Unallocated (dropdown)
- GST Class: 2 GST Expendit (dropdown)
- Division: (empty)
- Basic: ☒ Yes
- Posting: ☒ Yes

Below these fields are hints:

- To set divisions hold down Ctrl and type the division
- To set sub-groups hold down Alt and type the sub-group
- To set the group hold down Ctrl and press the group key.

On the right is a table of account codes:

Code	Description	Group	Sub-group
371	Gas	Expense	
372	General Expenses	Expense	
377	Hire of Plant & Equip...	Expense	
378	Hire Purchase Charges	Expense	
380	Insurance	Expense	
381	Interest	Expense	
387	Laundry & Dry Cleani...	Expense	
388	Leasing Charges	Expense	
389	Internet	Expense	
400	Motor Vehicle Expens...	Expense	
411	Postage	Expense	
414	Printing & Stationery	Expense	
422	Rates	Expense	
427	Rent	Expense	
428	Repairs & Maintenance	Expense	
454	Subscriptions	Expense	
460	Telephone	Expense	
463	Trade Waste Disposal	Expense	
468	Uniforms	Expense	

- 3 Use **Shift+Click** and **Ctrl+Click** in the list of codes to select the accounts you want to edit

The values in the **Quick Set** panel reflect all the codes you select - if a value does not reflect all the codes, BankLink Practice greys it out.

- 4 Use the fields in the **Quick Set** panel to select the values you want to apply to all the codes
- 5 Click **Close** to save your changes and close the **Maintain Chart of Accounts** window

Deleting from a chart of accounts

To delete an account code:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**
- 2 Click on the code you want to delete
- 3 Click the **Delete** button
- 4 Click **Yes**



If your main accounting system supports the Refresh Chart option, BankLink Practice displays the **Lock Client Chart** window.

- 1 Click **Yes** to lock the chart and prevent your changes from being overwritten

BankLink Practice displays an **Information** window stating that the client's chart has been locked
- 2 Click **OK**

To delete a whole chart of accounts:

- 1 Click **Other Functions, Chart of Accounts, Maintain Chart**
- 2 Press **Ctrl+A**

BankLink Practice highlights every account code
- 3 Click the **Delete** button
- 4 Click **Yes**

Converting chart of accounts codes

There are two ways in BankLink Practice to change in bulk a chart of accounts code applied to coded transactions from one code to another:

- Finding and replacing a chart of account code with another in coded transactions
- Converting the chart of accounts in a client file from one chart of accounts to another chart of accounts including, if required, GST rates



Finding and replacing a chart of accounts code is the equivalent to manually recoding each transaction.



Converting a chart of accounts changes all codes applied within the client file from the old codes to the new codes along with any changes made to the GST rates. This means:

- the chart of accounts will change to the new codes and the old codes will no longer exist
- all coded transactions will be coded to the new codes in all bank accounts and all journals
- all payees and memorisations will be edited to contain the new codes
- all budgets will be updated with the new codes
- contras will be updated with the new codes for bank accounts and journals
- control accounts will be updated with the new codes in the **GST Rates** tab

Find and replace a chart of account code

In some circumstances, a chart of account code may change. Instead of having to recode all of the transactions the chart of account code is applied to, you can find a chart of account code in coded transactions and replace it with another chart of account code.

To find and replace a chart of account code:

- 1 Open the client file
- 2 Click **Data Entry, Find and Replace**

BankLink Practice displays the **Find and Replace in Coding** window

- 3 Click in the **Find what** field and enter the code you want to find - you can click the **Chart** button to look up the chart of accounts
- 4 Click in the **Replace with** field and enter the code you want to replace the existing code with - you can click the **Chart** button to look up the chart of accounts
- 5 By default, BankLink Practice sets the date as **Selected**
 - Enter the **From** and **To** dates for the period you want to replace the code for - you can use the date selection buttons OR
 - Select **All** to replace the code for all data
- 6 Click the **Advanced** tab for further set up options

Advanced tab

By default, BankLink Practice includes all bank accounts with entries in the specified date range - to replace codes for specific accounts:

- Click **Clear All** to de-select all accounts
- Enable the check box next to the account to select that account
- Click **Select All** to select all accounts and restore the default

7 Click **OK**

BankLink Practice displays the **Find and Replace** window

8 Click:

- **Yes** to replace the existing code
- **No** to cancel replacing the code

9 If you click **Yes**, BankLink Practice displays a message confirming how many chart of accounts codes were updated - click **OK**



BankLink Practice does not replace any codes for transactions that have been finalised or transferred.



Replacing a code is the equivalent to typing a code manually - memorisations and payees will still need to be edited to apply to any other transactions.



Any coded transactions where changes were made to the GST rate or GST amount will retain the overridden GST details.



Use the GST overrides report to review any transactions you want to check the GST rate or amount for.

Converting a chart of accounts

In some instances you may need to change the individual chart of accounts codes or the entire chart of accounts and all associated coding within a client file, including updating the chart of accounts with the new codes, editing memorisations and payees, updating codes in budgets and updating control accounts. If you need to do this you can convert the chart of accounts, which can include a change to the GST rates, if required.

There are three methods you can use to convert the chart of accounts:

- Manually type the chart of account codes and GST IDs you want to change
- Load the existing chart of account codes and GST IDs and make manual adjustments
- Prepare and load a .csv file which contains the old and new information for the chart of account codes and the GST IDs



Converting a chart of accounts is different from using Find and Replace:

- Find and Replace only affects coded transactions by replacing a code with another in a specified period and does not change finalised or transferred entries - it is the equivalent to manually typing a different code. All codes remain in the chart of accounts
- Converting a chart code or chart of accounts removes the old codes and replaces them with new codes anywhere the codes exist in the client file, including all coded entries regardless as to whether they have been finalised or transferred
- Converting a GST ID removes the old IDs and replaces them with new IDs anywhere the IDs exist in the client file, including all IDs applied to coded entries regardless as to whether they have been finalised or transferred

Converting individual codes

Rather than converting the entire chart of accounts, you can just convert a code or a selection of codes. You can also convert individual GST IDs.



Consider using Find and Replace instead of converting part of a chart of accounts, as converting a chart code will convert a code anywhere it appears in the client file including coded transactions that have been transferred or finalised. It will also replace the old chart code with the new chart code in the chart of accounts, so the old chart code will no longer exist.



Do not update the chart of accounts in Maintain Chart or new GST in the GST Set Up until after the convert chart process has been completed.



The convert chart process does not update the Master Memorisations at System level. It will just recode any coded transactions where a Master Memorisation has already been applied. Refer to Master memorised entries for details on how to edit Master Memorisations.

To convert individual chart of account codes:

- 1 Open the client file
- 2 Click **Other Functions, House Keeping, Convert Chart**

BankLink Practice displays the **Convert Chart of Accounts for ...** window

Old Code ▲	Old Description	New Code	New Description

- 3 Click in the **Old Code** field and type the chart of account code you want to convert or click the drop down arrow to select the code from the list of codes

4 Press **Enter**

BankLink Practice populates the Old Code, Old Description, New Code and New Description columns with the details of the chart of account code

5 Click in the **New Code** field and type the new code and press **Enter**

BankLink Practice displays the new code in bold

6 If required, click in the **New Description** field and type the new description and press **Enter**

BankLink Practice displays the new description in bold

7 To enter an additional code, press **Insert**

BankLink Practice adds another line



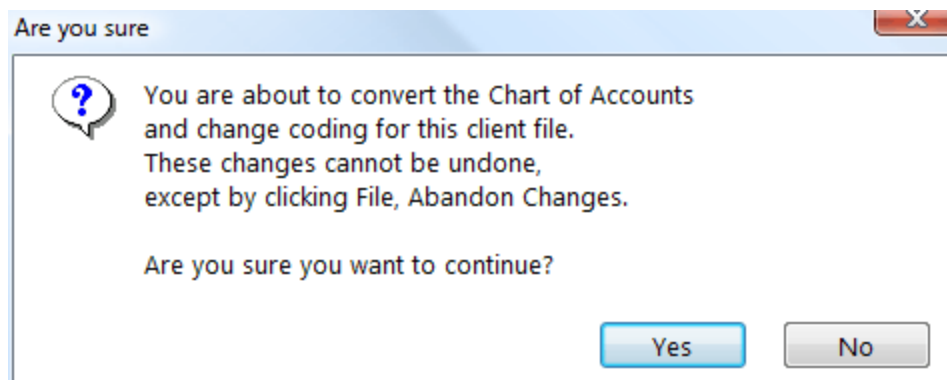
To remove a line, select the line you want to remove and press **Delete**.

8 Repeat steps 3 - 7 until all the codes you require are added

9 Click **Save As** if you want to create a .csv file with the changes you have made

10 Click **OK** to convert the chart of accounts

BankLink Practice displays the **Are you sure** window



11 Click either:

- **Yes** to convert the chart of accounts or
- **No** to return to the **Convert Chart of Accounts for ...** window

BankLink Practice displays an **Information** window confirming the chart has been converted

12 Click **OK**



Click **Cancel** to exit the **Convert Chart of Accounts for ...** window without converting the chart. If you have saved a .csv file, when you are ready to convert the chart of accounts you can load the .csv file. Refer to Converting the chart of accounts from a .csv file.

To convert individual GST IDs:

1 Open the client file

2 Click **Other Functions, House Keeping, Convert Chart**

BankLink Practice displays the **Convert Chart of Accounts for ...** window

3 Click the **GST** tab

4 Click in the **Old ID** field and type the GST ID you want to convert or click the drop down arrow to select the GST ID from the list of IDs

5 Press **Enter**

BankLink Practice populates the Old ID, Old Class Description, New ID and New Class Description columns with the details of the GST ID

6 Click in the **New ID** field and type the new GST ID and press **Enter**

BankLink Practice displays the new ID in bold

7 If required, click in the **New Class Description** field and type the new class description and press **Enter**

BankLink Practice displays the new class description in bold

8 To enter an additional GST ID, press **Insert**

BankLink Practice adds another line



To remove a line, select the line you want to remove and press **Delete**.

9 Repeat steps 4 - 8 until all the IDs you require are added

10 Click **Save As** if you want to create a .csv file with the changes you have made

11 Click **OK** to convert the GST IDs

BankLink Practice displays the **Are you sure** window

12 Click either:

- **Yes** to convert the GST IDs

or:

- **No** to return to the **Convert Chart of Accounts for ...** window

BankLink Practice displays an **Information** window confirming the GST IDs have been converted

13 Click **OK**



Click **Cancel** to exit the **Convert Chart of Accounts for ...** window without converting the GST IDs. If you have saved a .csv file, when you are ready to convert the GST IDs you can load the .csv file. Refer to Converting the chart of accounts from a .csv file.



You may need to change your BAS template file. Refer to About template files to find out how to load and save BAS template files or contact BankLink Support for assistance.



If you have both the chart of accounts and GST IDs populated at the same time, when you press **OK** to convert the chart, both the chart and the GST will be converted.

To sort by column headers:

- Click on a heading to display the items sorted in ascending order

or:

- Click on the heading again to display the items in descending order

Converting the chart of accounts using the existing chart

In some cases, you may need to convert the entire chart of accounts and the GST IDs. You can use the original chart of accounts in the client file as the basis for converting the chart, and the original GST IDs as the basis for converting the IDs.



Do not update the chart of accounts in Maintain Chart or new GST in the GST Set Up until after the convert chart process has been completed.



The convert chart process does not update the Master Memorisations at System level. It will just recode any coded transactions where a Master Memorisation has already been applied. Refer to Master memorised entries for details on how to edit Master Memorisations.

To convert the chart of accounts using the existing chart:

- 1 Open the client file
- 2 Click **Other Functions, House Keeping, Convert Chart**

BankLink Practice displays the **Convert Chart of Accounts for ...** window

Convert Chart of Accounts for HAMILTON : Hamilton & Associates

Chart: **GST**

Chart remap file: Browse

Save Save as Chart

Old Code ▲	Old Description	New Code	New Description

OK Cancel

- 3** Click the **Chart** button

BankLink Practice displays the chart of accounts with each line containing the original chart of accounts code in the Old Code and New Code columns and the original description in the Old Description and New Description columns

- 4** Click in the **New Code** field and type the new code and press **Enter**

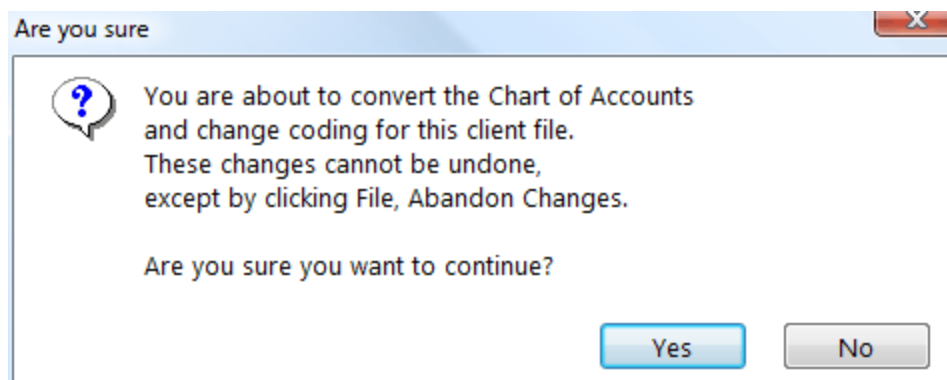
BankLink Practice displays the new code in bold

- 5 If required, click in the **New Description** field and type the new description and press **Enter**

BankLink Practice displays the new description in bold

- 6 Repeat steps 4 - 5 until all the required codes have been updated
- 7 Click **Save As** if you want to create a .csv file with the changes you have made
- 8 Click **OK** to convert the chart of accounts

BankLink Practice displays the **Are you sure** window



- 9 Click either:
- **Yes** to convert the chart of accounts or
 - **No** to return to the **Convert Chart of Accounts for ...** window

BankLink Practice displays an **Information** window confirming the chart has been converted

- 10 Click **OK**



Click **Cancel** to exit the **Convert Chart of Accounts for ...** window without converting the chart. If you have saved a .csv file, when you are ready to convert the chart of accounts you can load the .csv file. Refer to Converting the chart of accounts from a .csv file.



To remove a line, select the line you want to remove and press **Delete**.

To convert GST IDs using the existing GST set up:

- 1 Open the client file
- 2 Click **Other Functions, House Keeping, Convert Chart**

BankLink Practice displays the **Convert Chart of Accounts for ...** window

- 3 Click the **GST** tab

4 Click the **GST** button

BankLink Practice displays the GST IDs with each line containing the original GST ID in the Old ID and New ID columns and the original description in the Old Class Description and New Class Description columns

5 Click in the **New ID** field and type the new GST ID and press **Enter**

BankLink Practice displays the new ID in bold

6 If required, click in the **New Class Description** field and type the new description and press **Enter**

BankLink Practice displays the new class description in bold

7 Repeat steps 5 - 6 until all the required IDs have been updated

8 Click **Save As** if you want to create a .csv file with the changes you have made

9 Click **OK** to convert the GST IDs

BankLink Practice displays an **Information** window confirming the GST IDs have been converted

10 Click **OK**



Click **Cancel** to exit the **Convert Chart of Accounts for ...** window without converting the GST IDs. If you have saved a .csv file when you are ready to convert the GST IDs you can load the .csv file. Refer to Converting the chart of accounts from a .csv file.



To remove a line, select the line you want to remove and press **Delete**.



You may need to change your BAS template file. Refer to About template files to find out how to load and save BAS template files or contact BankLink Support for assistance.



If you have both the chart of accounts and GST IDs populated at the same time, when you press **OK** to convert the chart, both the chart and the GST will be converted.

To sort by column headers:

- Click on a heading to display the items sorted in ascending order
- or:
- Click on the heading again to display the items in descending order

Converting the chart of accounts from a .csv file

Using a .csv file import lets you extract data from another system. If you plan on converting the chart of accounts and the GST IDs you will require two .csv files.

Converting the chart of accounts

BankLink Practice expects the file to have four columns with data in the following order:

Column Number	BankLink Practice Field	Mandatory or Optional	Description
1	Old Code	Mandatory	The existing chart of account code
2	Old Description	Optional	The description of the existing chart of account code
3	New Code	Optional	The new chart of account code
4	New Description	Optional	The description of the new chart of account code



If fields in the Old Description and New Description columns are left blank, they will be populated with the old chart of account code description on import. If fields in the New Code column are left blank, they will be populated with the old chart of account code on import.



Any new codes that do not have an equivalent old code will not be added during the convert chart process. You will need to add the new codes after the chart conversion process has taken place either by manually adding the new code or by refreshing the chart of accounts.



Any old codes in the .csv file that do not exist in the client's chart of accounts will appear in red text when the .csv file is loaded and will be ignored.



Do not update the chart of accounts in Maintain Chart or new GST classes in the GST Set Up until after the convert chart process has been completed.



The convert chart process does not update the Master Memorisations at System level. It will just recode any coded transactions where a Master Memorisation has already been applied. Refer to Master memorised entries for details on how to edit Master Memorisations.

To convert the chart of accounts from a .csv file:

- 1 Open the client file
- 2 Click **Other Functions, House Keeping, Convert Chart**

BankLink Practice displays the **Convert Chart of Accounts for ...** window

Old Code	Old Description	New Code	New Description
----------	-----------------	----------	-----------------

- 3 Click the **Browse** button to select your .csv file

BankLink Practice loads the .csv file

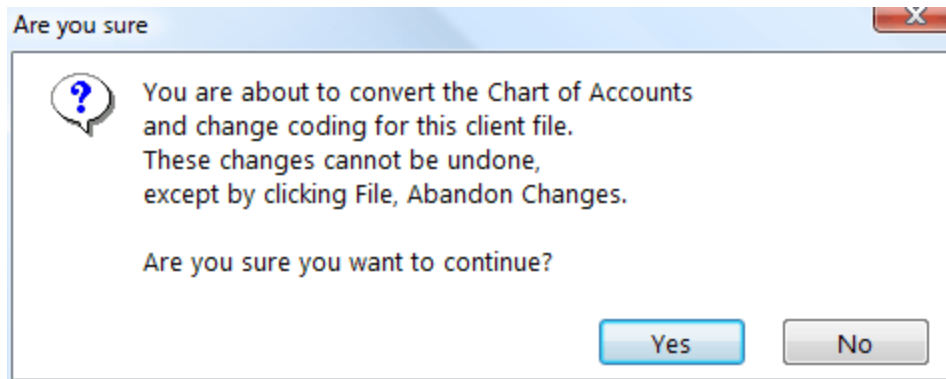


Bold text indicates either a new code is different from the old code or a new description is different from the old description.

- 4 If required, make any further changes to the new codes or new descriptions
- 5 Click **Save** if you want to update the changes you have made to the .csv file or click **Save As** if you want to create a new .csv file with the changes you have made

- 6 Click **OK** to convert the chart of accounts

BankLink Practice displays the **Are you sure** window



- 7 Click either:

- **Yes** to convert the chart of accounts or
- **No** to return to the **Convert Chart of Accounts for ...** window

BankLink Practice displays an **Information** window confirming the chart has been converted

- 8 Click **OK**



Click **Cancel** to exit the **Convert Chart of Accounts for ...** window without converting the chart.



To remove a line, select the line you want to remove and press **Delete**.



The convert chart process only converts old codes to new codes - it does not add new codes. You can create a master .csv file with your master codes. If you load this .csv file in a client file, only the old codes that exist in the client's file will be updated with the new codes. Any codes that do not exist in the client's current chart of accounts will be ignored.

Converting the GST ID details from a .csv file

BankLink Practice expects the file to have four columns with data in the following order:

Column Number	BankLink Practice Field	Mandatory or Optional	Description
1	Old ID	Mandatory	The existing GST ID
2	Old Class Description	Optional	The description of the existing GST ID
3	New ID	Optional	The new GST ID
4	New Class Description	Optional	The description of the new GST ID



If fields in the Old Class Description and New Class Description columns are left blank, they will be populated with the old GST ID description on import. If fields in the New ID column are left blank, they will be populated with the old GST ID on import.



Any new GST IDs that do not have an equivalent old ID will need to be added to the **GST Rates** tab after the chart conversion process has taken place.



Any old IDs in the .csv file that do not exist in the client's file as GST will appear in red text when the .csv file is loaded and will be ignored.

To convert the GST .csv file:

- 1 Open the client file
- 2 Click **Other Functions, House Keeping, Convert Chart**

BankLink Practice displays the **Convert Chart of Accounts for ...** window

- 3 Click the **GST** tab
- 4 Click the **Browse** button to select your .csv file

BankLink Practice loads the .csv file



Bold text indicates either a new ID is different from the old ID or a new class description is different from the old class description.

- 5 If required, make any further changes to the new IDs or new class descriptions
- 6 Click **Save** if you want to update the changes you have made to the .csv file or click **Save As** if you want to create a new .csv file with the changes you have made
- 7 Click **OK** to convert the GST IDs

BankLink Practice displays the **Are you sure** window

8 Click either:

- **Yes** to convert the GST IDs or
- **No** to return to the **Convert Chart of Accounts for ...** window

BankLink Practice displays an **Information** window confirming the GST IDs have been converted

9 Click **OK**



Click **Cancel** to exit the **Convert Chart of Accounts for ...** window without converting the GST IDs.



To remove a line, select the line you want to remove and press **Delete**.



You may need to change your BAS template file. Refer to About template files to find out how to load and save BAS template files or contact BankLink Support.



If you have both the chart of accounts and GST IDs populated at the same time, when you press **OK** to convert the chart, both the chart and the GST will be converted.

To sort by column headers:

- Click on a heading to display the items sorted in ascending order
or:
- Click on the heading again to display the items in descending order

Payees

Payees are used in BankLink Practice for several reasons:

- To enhance the quality of transaction data by automatically adding payee details to a cheque transaction's narrative fields
- To allow reporting on spending by payee. The summarised or detailed payee spending reports are a useful tool for determining how a client spends money across a range of creditors (payees) or for detailing client spending with one payee. For more information on payee spending reports, see Chapter 13

You can maintain the client's payee list to suit your client's particular needs by:

Adding new payees to the list

Merging a payee list from one client file to another

Editing the details of those payees already added

Deleting those payees no longer required

Adding a payee

You can use payees to apply a code to all transactions for the payee. You can dissect (split) the transactions across a number of codes if required.

To add a payee to the payee list:

- 1 Open the client you want to add payees to
- 2 Click **Other Functions, Payees**

BankLink Practice displays the **Maintain Payee List** window

- 3 Click **New** (or press **Insert**)

BankLink Practice displays the **Add New Payee** window and inserts the next available **Payee Number**

Add New Payee

Payee Number: 18

Payee Name:

Chart Super

Code	Account Description	Narration	GST	Amount	Percent	%/\$
				0.00	100.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%
				0.00	0.0000	%

Total % 100.0000% Rem % 0.0000%

OK Cancel

7 of 250

- 4 Overwrite the **Payee Number** if required
 - 5 Click in the **Payee Name** field and enter the name of the payee - BankLink Practice enters this into the relevant narrative field of the transaction when you code an entry from the payee list
 - 6 Click the **Super** button (**F11**)
- BankLink Practice displays the **Superfund Details** window
- 7 Add or edit information in the **Superfund Details** window as required

8 Click **OK**

BankLink Practice closes the **Superfund Details** window and displays the **Add New Payee** window

9 To code this payee's transactions, click in the first **Code** field and enter the first account code for this payee (see the special information below) - click the **Chart** button (**F2**) to look up the chart

10 BankLink Practice defaults the **Narration** field to the payee name; click in the field and change the narration if required - the narration appears against each transaction for the payee and can hold up to 200 characters. If you remove the details and leave the **Narration** field blank the transaction's original narration will be preserved, even if that was itself blank.

11 BankLink Practice defaults the **GST** field, click in the field and change it if required

12 The **Amount** column defaults to 100% to allocate the entire value of the transaction to this code - you can also dissect payee transactions - see below

13 Click **OK**



You do not have to enter account codes for payees; you can leave the code blank and only enter a narration. This means that when you select the payee number in the **Code Entries Screen**, BankLink Practice enters the narration automatically, but leaves the code field blank for you to enter the code of your choice.

Transactions for a payee can be coded to one or more account code - in fact, you can allocate up to 250 account codes using percentage or percentage and dollar splits to one payee.

To dissect a payee's transactions:

1 Follow the steps 1-5 above

2 Enter the first of the **Codes** you want to allocate the transactions to

3 Edit the **Narration** to reflect this portion of the transaction

4 Enter a dollar value in the **Amount** field or a percentage value in the **Percent** field relating to the portion



You can use a combination of amounts and percentages - BankLink Practice sorts the lines when you save the payee so that the fixed amounts appear first, followed by the percentages.

BankLink displays either a \$ or % symbol in the %/\$ column to indicate whether the amount is a dollar amount or a percentage value

5 Repeat steps 2-4 of this procedure until the percentages total 100.00

6 Click **OK**

Merging a payee list

Once you have created a payee list for one client, you can merge it with another client file, instead of creating an individual payee list for each client.

This is appropriate where clients have broadly similar charts of accounts. Once you have merged the payee lists you can then edit the list to suit each client.

To merge a payee list from one client to another:

- 1** Open the client you want to merge a payee list **to**
- 2** Click **Other Functions, Payees**
- 3** Click **Merge**
- 4** Click on the client whose payee list you want to merge **from**
- 5** Click **OK**

BankLink Practice adds new payees from the selected file if that payee number is not already in use

Editing a payee

To edit a payee:

- 1** Open the client whose payee you want to edit
- 2** Click **Other Functions, Payees**
- 3** Click on the payee you want to edit
- 4** Click **Edit** (press **Enter**) to edit any of the fields (see Adding a payee for more information)
- 5** Click **OK**

Deleting a payee

To delete a payee:

- 1 Open the client whose payee you want to delete
- 2 Click **Other Functions, Payees**
- 3 Click the payee you want to delete
- 4 Click Delete (press **Delete**)
- 5 Click **Yes** to confirm deletion of this payee



When you delete a payee it does not affect data already coded using the payee, but you can no longer report on that payee's spending.

Jobs

In BankLink Practice jobs are used to provide an extra layer of reporting. When you create a job, and then allocate that job to relevant transactions when coding, you can produce reports that focus on the project, job or division for which the job code was created.

Jobs are specific to individual clients, and so are created and accessed from within the client files.

You can maintain each client's job list to suit their particular needs by:

- Adding new jobs
- Editing jobs
- Completing jobs
- Reopening jobs
- Deleting jobs

The job list can be accessed from the Code Entries Screen, Dissections, Journals, Historic Data Entry and Manual Data Entry.

You can print a list of the jobs you've set up for a client - see List jobs in Chapter 13: Producing Reports.

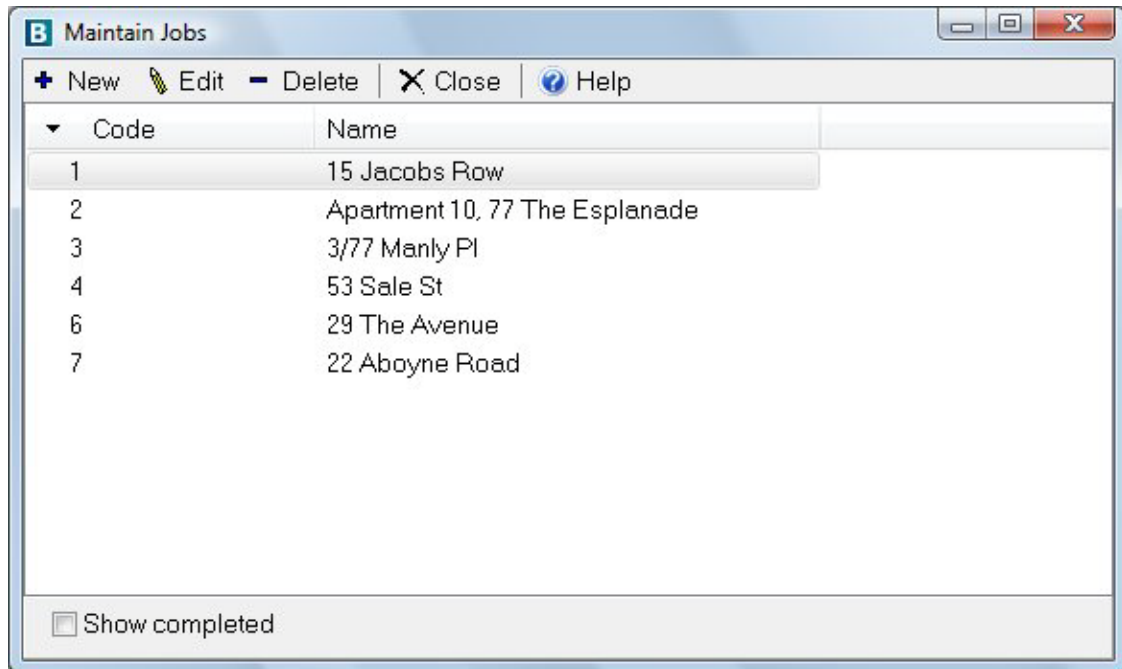
The Custom Cash Flow and Profit and Loss reports can be set up to include Job information - see Chapter 13: Producing Reports, Cash Flow Custom and Profit & Loss Custom for more information.

Adding new jobs

To set up a new Job:

- 1 Click **Other Functions, Jobs**

BankLink Practice displays the **Maintain Jobs** window



- 2 Click **New**

BankLink Practice displays the **Job Details** window

- 3 Enter the **Code** and **Job Name**

- 4 Click **OK**

BankLink Practice displays the Job you created in the **Maintain Jobs** window



BankLink Practice sorts the **Maintain Jobs** window in ascending Code order by default

- Click **Code** to reverse the sort or click **Description** to sort by Job Name

Editing jobs

To edit a Job:

- 1 Click **Other Functions, Jobs**

BankLink Practice displays the **Maintain Jobs** window

- 2 Click to select the Job you want to edit

- 3 Click **Edit**

BankLink Practice displays the **Job Details** window

- 4 Edit the **Code** or **Job Name** field as required

- 5 Click **OK**

BankLink Practice updates the Job and displays the updated list in the **Maintain Jobs** window



Jobs cannot be edited to the same Code or Job Name as another Job, regardless of whether the pre-existing Job is completed.



Editing a Job Name updates the Job wherever it is used, unless the Job is completed, or the transactions have been transferred or finalised.

Completing jobs

To complete a Job:

- 1 Click **Other Functions, Jobs**

BankLink Practice displays the **Maintain Jobs** window

- 2 Click to select the Job you want to complete

- 3 Click **Edit**

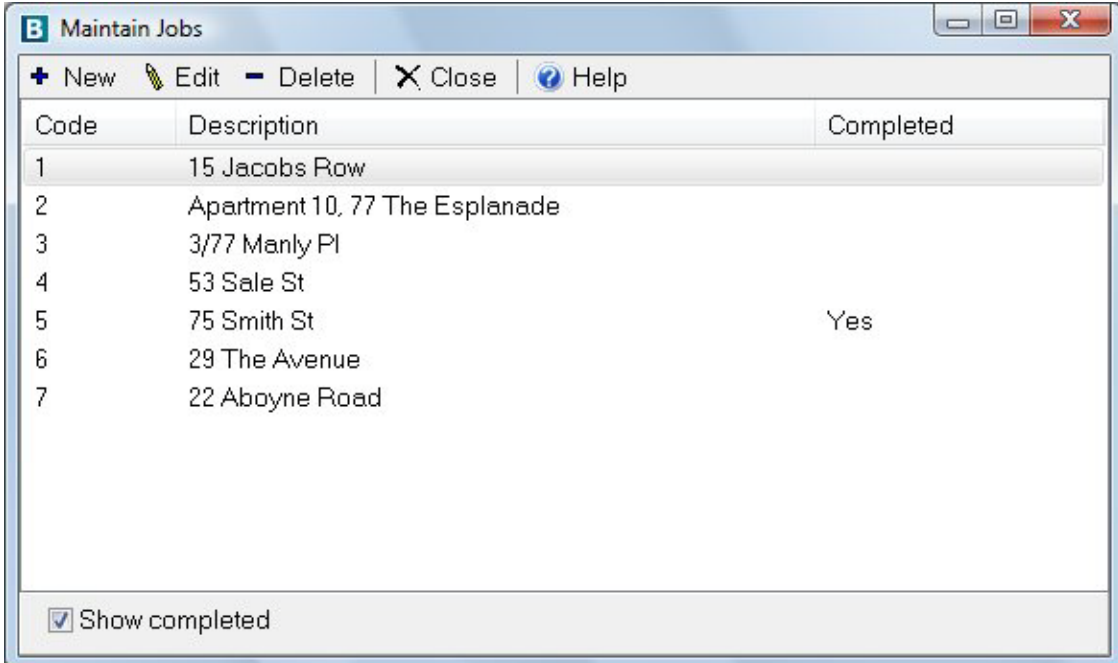
BankLink Practice displays the **Job Details** window

- 4 Enable the **Complete** check box

- 5 Click **OK**

BankLink Practice completes the Job and hides it from the list in the **Maintain Jobs** window

- If you enable the **Show Completed** check box BankLink Practice displays completed jobs, with **Yes** in the **Completed** field



Code	Description	Completed
1	15 Jacobs Row	
2	Apartment 10, 77 The Esplanade	
3	3/77 Manly Pl	
4	53 Sale St	
5	75 Smith St	Yes
6	29 The Avenue	
7	22 Aboyne Road	

☒ Show completed



Completed Jobs are excluded from the Job lookups in the Code Entries Screen, Dissections, Journals, Historical Data Entry and Manual Data Entry.

Reopening jobs

To reopen a Job:

- 1 Click **Other Functions, Jobs**

BankLink Practice displays the **Maintain Jobs** window

- 2 Click to select the Job you want to reopen

- 3 Click **Edit**

BankLink Practice displays the **Job Details** window

- 4 Disable the **Complete** check box

- 5 Click **OK**

BankLink Practice reopens the Job



Reopened Jobs are included in the Job lookups in the Code Entries Screen, Dissections, Journals, Historical Data Entry and Manual Data Entry.

Deleting jobs

To delete a Job:

- 1 Click **Other Functions, Jobs**

BankLink Practice displays the **Maintain Jobs** window

- 2 Click to select the Job you want to delete

- 3 Click **Delete**

BankLink Practice displays the **Delete Job** window with the selected Job Code and Name

- 4 Click **Yes**

BankLink Practice deletes the Job and displays the updated list in the **Maintain Jobs** window



Note that if you delete a job this does not remove the job code where used in the Code Entries Screen, Dissections, Journals, Historical Data Entry or Manual Data Entry. However, you cannot report on the job as it is no longer part of the job list.

Bank Accounts

In your client files you can

- Attach bank accounts
- Edit bank account details
- Add manual bank accounts
- Edit manual bank accounts
- Transfer manual account entries
- Combine bank accounts
- Delete bank accounts

Attaching bank accounts

From time to time clients may open new bank accounts which you need to sign up to the BankLink service, and subsequently attach to their client file.

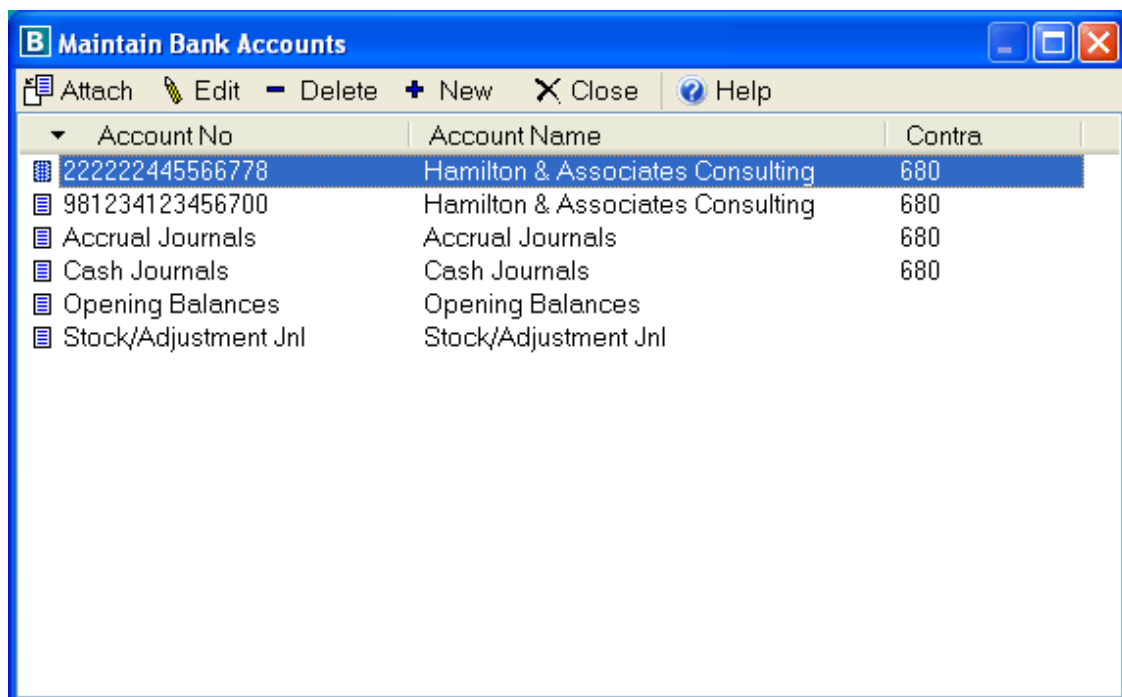
You can only do this once you have received a download of data for the bank account. If no data has been received, you can create a manual account to enter historical data and transfer this to the live bank account once you receive it. See Adding manual bank accounts for further information.

You need Administrator rights in order to attach bank accounts.

To attach bank accounts to client files:

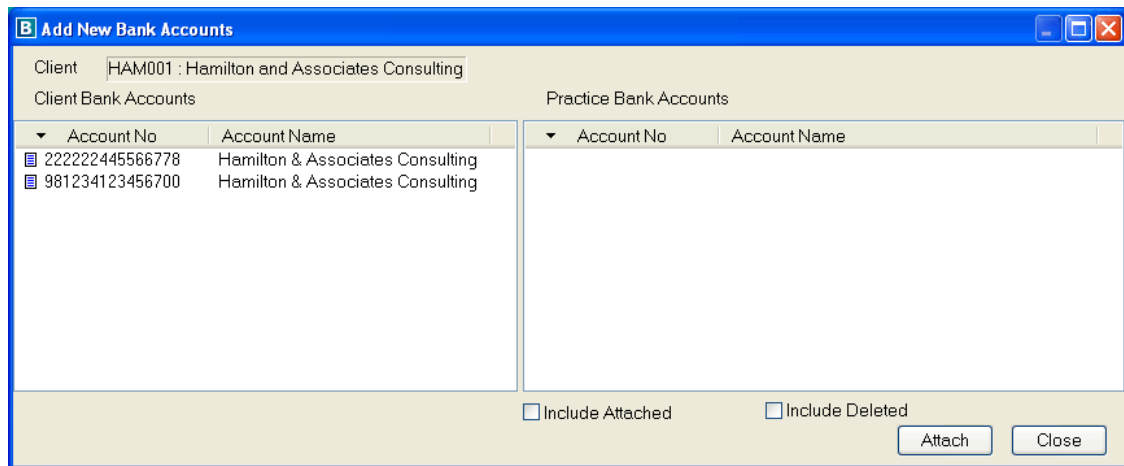
- 1 Click **Other Functions, Bank Accounts**

BankLink Practice displays the **Maintain Bank Accounts** window



2 Click **Attach (Insert)**

BankLink Practice displays the **Add New Bank Accounts** window



The left panel lists all bank accounts attached to this client file

The right panel lists all the bank accounts available

- 3 You can enable the **Include Attached** check box to include accounts that are already attached to other clients
- 4 You can enable the **Include Deleted** check box to include accounts that have been deleted
- 5 Click on the bank account(s) in the right panel which you want to attach to your client file and click **Attach**
- 6 Click **Close** when you have attached all required bank accounts to this client file

If there are new transactions available for the client, BankLink Practice asks if you want to retrieve them into the client file.

- 7 Click **Yes** to update the client file



This symbol means that the bank account is protected with a password.



This symbol means that the bank account was downloaded for the first time with the latest data download.



This symbol means that the bank account has not yet been attached to a client.



This symbol means that the bank account has already been attached to a client.



This symbol means that the bank account has been marked as deleted.

Once you have attached the bank account(s) to a client file, you can at a later date make changes to the bank accounts:

Use **Other Functions, Bank Accounts** to:

- edit most bank account details
- delete a bank account from a client file (Administrator only)

Use **System, Bank Accounts** to:

- set a password for a bank account
- mark it as deleted

Editing bank account details

This topic deals with **editing** bank accounts that have been attached to client files - you need Administrator rights to **attach** and **delete** bank accounts - see Chapters A5: Creating client files and attaching bank accounts and A9: The System menu for more details.

To edit bank account details:

- 1** Click **Other Functions, Bank Accounts**
- 2** Click on the bank account you want to edit
- 3** Click **Edit (Enter)**

BankLink Practice displays the **Edit Bank Account Details** window

- 4** Click in the **Account name** field and alter as required
- 5** Click in the **Contra Code** field and enter the account code in your client's chart of accounts that corresponds to this particular bank account - when you transfer this bank account's transactions to your accounting system, BankLink Practice assigns a contra value for all transactions to this account code

BankLink Practice colours the Contra Code red if the account is not assigned to the Cash on Hand report group - see Chapter 12 for details on how to assign report groups

- 6** Disable **Use Master Memorised Entries** to if you do not want to use Master Memorisations, for example: because the client has a non-standard chart of accounts



Note that client memorisations take precedence over master memorisations - see Chapter 5 for more information on Memorisations.

- 7** **Bank balance**
Most banks provide the bank balance with the monthly data - where the bank balance is not downloaded with the data you must enter an initial bank balance if you want to generate bank reconciliations

Contact the client to get a bank balance (for all the data in the file - including historical entries) and enter the date and value

When the bank balance is known, BankLink Practice updates it automatically when new transactions are downloaded into the file


- 8** Click **OK**

To enter a bank balance:

- 1 Open the client whose bank balance you want to enter
- 2 Click **Other Functions, Bank Accounts**
- 3 Click on the bank account you want to edit and click **Edit**



Double-clicking the account both selects it and carries out the edit command at the same time.

- 4 Click the **Calculator** button 
- 5 Enter a bank balance in the **Balance** field
- 6 Click **IF** if the balance is In Funds or **OD** if the balance is Overdrawn
- 7 Enter the date of the bank balance in the **as at beginning of** field
- 8 Click **Calculate**

BankLink Practice calculates the current bank balance and enters it in the **Calculated Current Balance** field

- 9 Click **Update** to confirm this bank balance
- 10 Click **OK** to save changes

Combining system bank accounts

This feature allows a user with Administrator access to combine system bank accounts following a change to the account number.

After the accounts have been combined only one account will show in the client file, with the new account number. The contra code, Use Master Memorised Entries flag, memorisations and selected status of the bank account in the Advanced tab for Scheduled Reporting will be copied from the old bank account to the new combined bank account.



Bank accounts can only be combined if there are no overlapping transaction dates - this is to prevent accounts being incorrectly combined.



If a bank account is attached to more than one client file the combine must be done in each of those client files.



After you have combined the bank accounts, BankLink Notes or Acclipse files sent out prior to combining cannot be imported back into the client file in BankLink Practice - you may want to postpone combining the files but if not, coding done in these files will need to be entered manually.

To combine system bank accounts:

- 1 Click **Other Functions, Housekeeping, Combine System Bank Accounts**

BankLink Practice displays the **Combine System Bank Accounts** window

- 2 Click **Old Bank Account Number** and select the original account from the drop down list

- 3 Click **New Bank Account Number** and select the new account from the drop down list

BankLink Practice displays the number of entries in each account and the from and to date ranges of transactions - you cannot combine accounts if the ranges overlap

- 4 Click **OK**

BankLink Practice displays the **Combine Accounts** window



Memorisations are automatically copied from the old account to the new account. They are inserted in their existing order but before all of the memorisations in the new accounts, ensuring that new memorisations are given greater priority. Duplicate memorisations are not copied across.

- 5 Click **Yes**

BankLink Practice displays the **Information** window

6 Click **OK**



Once the accounts have been combined the old account is marked as deleted when you view it under System, Maintain Bank Accounts. This is so that it doesn't appear as an unattached account in the list that you select from when creating new clients or attaching new accounts to existing clients.

Adding manual bank accounts

You can add manual bank accounts to client files. These accounts can be used to enter transactions for accounts that are not available as yet on the BankLink service. Manual accounts are valid for 4 months, expiring after that time if no live BankLink data is received into any account attached to the client.

Transactions can be added for any date, and if the account becomes available for download the manual entries can be combined with delivered transactions to allow full account history.

You need Administrator rights in order to add manual bank accounts.

To add a manual bank account to a client file:

1 Click **Other Functions, Bank Accounts**

BankLink Practice displays the **Maintain Bank Accounts** window

2 Click **New**

BankLink Practice displays the **Create Manual Bank Account** window

3 Click **Yes**

BankLink Practice displays the **Add Manual Bank Account** window

4 Type in the **Account No**, **Account Name**, **Contra Code** or click the chart icon to select from your chart of accounts, enter the **Current Balance** if your client has supplied it, choose whether the account is **In Funds** or **Overdrawn**, select an **Account Type** and enter the **Institution** name



If you create a manual bank account for a credit card in BankLink Practice, for which you want to be able to send transactions to Notes Online, please make sure you mask the credit card number.

BankLink Notes Online, in order to comply with payment card industry security standards, will mask any credit card number it receives, therefore you will only be able to import the data back into BankLink Practice if you mask the credit card number as shown below, otherwise the numbers will no longer match.

When you set up a manual bank account for a credit card in the **Add Manual Bank Account** window you should mask the credit card number in the **Account No** field. Please use this format1234 (twelve dots and the last four digits of the card number) which is displayed as **M.....1234** in any fields that the Account No is displayed in.



Send Institution and Account Type to BankLink is ticked by default - this is so that BankLink can use the information gathered to approach financial institutions to supply transaction information. If you do not want to send the information you can click to remove the tick.

5 Click **OK**

BankLink Practice adds the account and displays the **Maintain Bank Accounts** window



BankLink prefixes the manual bank account number with an **M** so that you can easily distinguish between manual and delivered bank accounts.

6 Click **New** to add another account or **Close** to exit

Editing manual bank account details

This topic deals with **editing** manual bank accounts. All fields are editable.

To edit bank account details:

- 1** Click **Other Functions, Bank Accounts**
- 2** Click on the bank account you want to edit
- 3** Click **Edit (Enter)**

BankLink Practice displays the **Edit Bank Account Details** window


- 4** All the fields are editable so change details as required
- 5** Click **OK**

To edit a bank balance:

- 1** Click **Other Functions, Bank Accounts**
- 2** Click on the bank account you want to edit and click **Edit**



Double-clicking the account both selects it and carries out the edit command at the same time.

- 3** Click the **Calculator** button 
- 4** Enter a bank balance in the **Balance** field
- 5** Click **IF** if the balance is In Funds or **OD** if the balance is Overdrawn
- 6** Enter the date of the bank balance in the **as at beginning of** field
- 7** Click **Calculate**

BankLink Practice calculates the current bank balance and enters it in the **Calculated Current Balance** field

- 8** Click **Update** to confirm this bank balance
- 9** Click **OK** to save changes

Combining manual bank accounts

This feature allows a user with Administrator access to combine manual bank accounts.

After the accounts have been combined only one account will show in the client file, with the new account number. The contra code, Manual memorisations and selected status of the bank account in the Advanced tab for Scheduled Reporting will be copied from the old bank account to the new combined bank account.



Manual bank accounts can only be combined if there are no overlapping transaction dates - this is to prevent accounts being incorrectly combined.

To combine manual bank accounts:

- 1 Click **Other Functions, Housekeeping, Combine Manual Bank Accounts**

BankLink Practice displays the **Combine Manual Bank Accounts** window

- 2 Click **Old Bank Account Number** and select the original account from the drop down list

- 3 Click **New Bank Account Number** and select the new account from the drop down list

BankLink Practice displays the number of entries in each account and the from and to date ranges of transactions - you cannot combine accounts if the ranges overlap

- 4 Click **OK**

BankLink Practice displays the **Combine Accounts** window



Memorisations are automatically copied from the old account to the new account. They are inserted in their existing order but before all of the memorisations in the new accounts, ensuring that new memorisations are given greater priority. Duplicate memorisations are not copied across.

- 5 Click **Yes**

BankLink Practice displays the **Information** window

- 6 Click **OK**

Combining manual and system bank accounts

You can add manual bank accounts in BankLink Practice to enter data for the period before you start receiving downloaded transactions, or for accounts which are not yet available to download. Once the data is downloaded you can combine the manual bank account with the system bank account (delivered transactions) to ensure you have complete account history.

You need Administrator rights in order to combine manual and system bank accounts.



Import transactions from BankLink Notes or BankLink Notes Online before combining manual and system bank accounts, otherwise you will be unable to combine the bank accounts.

To combine manual and system bank accounts:

- 1** Click **Other Functions, House Keeping, Combine Manual & System Bank Accounts**

BankLink Practice displays the **Combine Manual & System Bank Accounts** window

- 2** Click **Manual Bank Account** to select the account you want to transfer

- 3** Click **System Bank Account** to select the account you want to transfer the entries to

- 4** Enter the **From** and **To** dates for the range of entries you want to transfer

- 5** Click **OK**

BankLink Practice displays the **Transfer Entries** confirmation window

- 6** Click **Yes**

BankLink Practice transfers the entries and displays an **Information** window

- 7** Click **OK**

BankLink Practice displays the **Delete Manual Bank Account** window

- 8** Click **Yes**

Deleting a bank account from a client file

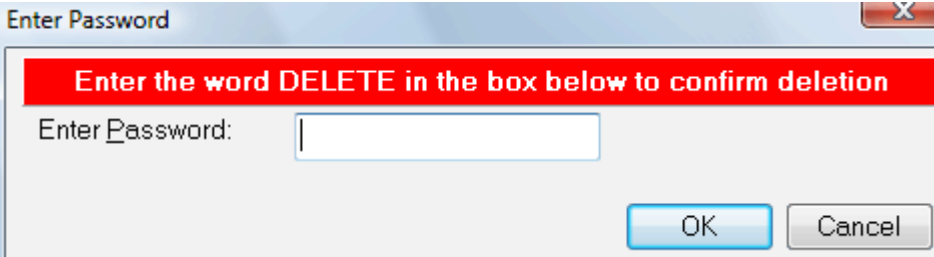
When a bank account is deleted from a client file it is removed from the client file but not deleted from BankLink Practice. BankLink Practice stores a copy of the uncoded transactions in the transaction archive. This function is useful if you have accidentally attached the account to the wrong client file, or have set up a new client file when receiving a new bank account, and then realise that it belongs to an existing client.

To delete a bank account from a client file:

- 1** Click **File, Open** and open the client from which you want to delete the bank account
- 2** Click **Other Functions, Bank Accounts**
- 3** In the **Maintain Bank Accounts** window, click the bank account you want to delete
- 4** Click **Delete (Delete)**

BankLink Practice displays the **Delete Client Bank Account** window

- 5** Click **Yes** to confirm you want to delete this bank account
- 6** BankLink Practice displays the **Enter Password** window asking you to enter the word **DELETE**



- 7** If the account has a password assigned, enter the password, otherwise enter **DELETE**
- 8** BankLink Practice deletes the selected bank account from the client file